

GOVERNMENT OF ASSAM
SECRETARIAT ADMINISTRATION(ESTT.)DEPARTMENT,
(GAZETTED CELL)

No.SAE.74/2007/43

Dated Dispur, the 19th March,2010.

ADVERTISEMENT

The Board for selection of Stenographer Grade-II etc. constituted by the Government of Assam for conducting stenographers Examination will hold a speed test at 120 words per minute in English & 100 words per minute in Language Stenography on the date to be notified later on for filling up 33 nos. of posts of Stenographer Grade-II(English) and 3(three nos. of posts of Stenographer Grade-II(Assamese) respectively in the Assam Secretariat.

The position of the back-log vacancies is as follows :-

- | | | |
|------------|---|--------|
| (i) SC | - | 5 Nos. |
| (ii) ST(P) | - | 4 Nos. |
| (iii) | - | 3 Nos. |

The examination will be in two parts :-

- i) Dictation for five minutes at 120 words per minute for English & 100 words per minute for Assamese as the case may be, and transcription thereof and
- ii) Composition : Only those candidates who qualify in dictation test shall be called for composition test.

Eligibility criteria :

1. **Minimum Educational Qualification required :** Passed Degree Examination or an equivalent examination from a recognized University.
2. A candidate must have passed the 80 words per minute Grade-III English or Grade-III(Language) Stenography as the case may be, of this Board or of the Industrial Training Institute of Assam held by the National Council for Vocational Trade after 1st August, 1975 or Government recognized Polytechnic of the State
3. **Age :**
A candidate must not be less than 18 years of age and more than 38 years on 1st day of January,2010. Relaxation of upper age limit as per Government Rules shall be applicable to SC & ST candidates.
4. **Documents to be furnished :**
 - i) Two passport size photographs of the candidate duly attested will have to affix on the application form.
 - ii) Attested copies of HSLC, HSSLC/PU, Degree certificates shall have to be enclosed alongwith other testimonials and Caste Certificates where applicable.
5. Candidates must be a citizen of India as defined under Articles 5 to 8 of the Constitution of India.
6. Scale of pay Rs. 3760-90-4480-120-4960-EB-1205200-175-6600-250-8100-325-9400/- p.m.(pre revised) plus other allowances as admissible under the rules.
7. Successful candidates will be eligible for appointment as Stenographers in the respective grades in the offices under the Govt. of Assam as and when vacancy arises, but this being only a qualifying test, mere passing the test will not confer any right.

8. There shall be reservation of posts as follows :

| | |
|----------------------------|---|
| (a) SC | 7% |
| (b) ST(P) | 10% |
| (c) ST(H) | 5% |
| (d) OBC/MOBC | 27% |
| (e) Physically handicapped | 3% |
| (f) Women | 30% (for all categories including General) |

9. **Last date** :- Application in standard form published in Part IX of the Assam Gazette. Complete in all respect should reach the undersigned on or before 13-04-2010. Government/Semi Government employees should apply through proper channel.

Member Secretary,
Board for Selection for Stenographer &
Special Officer & Ex-Officio Deputy Secretary,
Secretariat Administration (E) Department,
Dispur, Guwahati-6.